

## Manual of Administration

<b>TOPIC:</b> Health and Safety	<b>SUBJECT:</b> JHSC Terms of Reference	<b>Code:</b> HS000
		<b>Date of Issue:</b> January 2004
		<b>Revised:</b> December 2014
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**PURPOSE:** To communicate the Terms of Reference of the Avenue II Joint Occupational Health and Safety Committee.

### AVENUE II JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

#### **LEGISLATIVE REQUIREMENTS:**

This committee functions within the responsibilities designated under the current ***Ontario Occupational Health and Safety Act***, and its revisions and amendments, and the ***Health and Safety Policy of Avenue II***. The committee reports through the co-chair(s) to the Executive Director.

#### **PURPOSE OF THE JHSC COMMITTEE:**

The committee is an advisory body that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks and develops recommendations for the employer to address these risks. To achieve its goal, the committee holds regular meetings and conducts regular workplace inspections and makes written recommendations to the employer for the improvement of the health and safety of workers.

#### **CONFIDENTIALITY:**

Committee members and representatives are responsible for maintaining rules of confidentiality, **except where disclosure of information is specifically required by the Act or by another law [section 63(1)]**.

In this regard, committee members or representatives must not disclose any information about any workplace tests or inquiries conducted under the Act or regulations; or the name of any person from whom information is received. Information obtained from medical examinations and tests may be disclosed only in a manner that does not identify anyone.

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### OBJECTIVES:

1. Educate all employees in safe practices by maintaining and monitoring safety programs and procedures.
  - 1.1 Conduct orderly analysis, record and report incidents, accidents, and job related illnesses of employees to determine cause and to prevent further injury or illness from re-occurring.
2. Ensure periodic inspection of the workplace to detect hazards.
3. Make recommendations to the employer in order to fulfill the purpose of the Joint Health and Safety Committee.
  - 3.1 Recommend corrective action on hazards or unsafe work methods.
  - 3.2 Conduct periodic review of regulations and safety standards as may be legislated by governing bodies and to recommend any action as required, i.e., changes to policies and procedures.
  - 3.3 Review and evaluate the Avenue II policies and procedures yearly and make recommendations for changes to policies/procedures and for the creation of new policies, if required.
  - 3.4 Recommend to the employer, the improvement of conditions and procedure which may affect the health and safety of staff, individuals, visitors, and volunteers. This may include recommendations for additional training for employees.
  - 3.5 Recommendations can be submitted by any member of the Joint Health and Safety Committee.
  - 3.6 All recommendations by the Joint Health and Safety Committee to the employer are to be submitted in writing, in a timely manner.
  - 3.7 The employer is to respond in writing the actions taken and/or actions to be taken within 21 days of receipt.
  - 3.8 Recommendations that are a result of a workplace inspection are to be submitted to the Manager or Director that has responsibility for that portion of the workplace. Recommendations for changes to policies and procedures and for employee training are to be submitted to the Executive Director by either JHSC Co-chair. All written recommendations shall be responded to in writing within twenty-one (21) days (OHSA, Section 9 {20}).
4. Obtain information from the employer regarding potential and existing hazards and safety practices.

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5. Ensure effective communication of information relating to hazards in the work place, work injury statistics, cost of treatment and compensation, and safety information.
6. Ensure effective communication of information regarding WHMIS (Workplace Hazardous Materials Information System), and to ensure the corresponding WHMIS worker education programs are conducted for all staff.

### **MEMBERSHIP/SELECTION:**

Membership is of equal representation from Union and Managerial employees.

### **Voting Members:**

2 Members: Avenue II employees who exercise managerial functions or are non-bargaining unit and in the role of Health and Safety, with an alternate appointed by the Executive Director.

2 Members: OPSEU Local (Avenue II), with an alternate who are elected by the Union through Collective Agreement and Union Constitution.

Two of the members of the committee shall co-chair the committee, one of whom shall be selected by the members who represent the union and the other of whom shall be selected by the members who exercise managerial functions.

Failure to select the required number of members may result in a grievance by either party through the Collective Agreement.

Quorum will consist of two bargaining unit and two non-bargaining members, unless agreed to at the beginning of the meeting.

### **Invitees:**

With mutual consent, either party may invite other persons to attend meetings as observers or to provide expertise and advice.

### **Meetings:**

The committee will meet once every six (6) weeks with a minimum requirement of three (3) months. Special meetings may be convened by mutual consent of all of the committee representatives. A meeting schedule will be jointly developed and posted on the Occupational Health and Safety board each year.

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### Minutes:

An agenda shall be distributed to all members one week prior to each meeting. Avenue II administration will make the arrangements for the typing and archiving of minutes and maintenance of required records. Minutes will be distributed to the Joint Occupational Health and Safety Committee members, the Executive Director, and posted on the Joint Occupational Health and Safety Bulletin Board.

### The chairperson shall:

1. Preside at all meetings or appoint an alternate.
2. Require the review of analysis of incident reports, investigation reports (when referred to the committee), inspection reports, hazardous substances reports, worker health and safety memo's concerning those we support.
3. Ensure that appropriate action is taken on all safety concerns brought before the committee.
4. Ensure that information concerning the activities of the Health and Safety Program is communicated throughout the agency.
5. Present or arrange for the presentation of reports to the Executive Director which may include recommendations.
6. Require that the agenda be distributed to the members of the committee prior to the meeting, and arrange for the recording of the minutes and their distribution.
7. Ensure that the committee carries out its legislative requirements, purposes, and objectives as outlined by the Terms of Reference.
8. Arrange for special meetings as necessary.

### Posting of Members of Committee:

1. A list of members will be posted on the Occupational Health and Safety board at the Avenue II office at 122 South Cumberland Street.

### Training:

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1. All members will be orientated in roles, responsibilities, and functions of committee and representatives within one (1) month of their first meeting. They will be trained by one of the co-chairs or a qualified individual.